NN/LM SCR Reporting Guidelines:
Resource Libraries (RLs)

Three types of reports: **OCR**, **AR**, and **Exhibit**

1) OCR: Online Contract Report
   - Two template choices: Quarterly and Final
   - RL's will submit **3 Quarterly** and **One Final**
     - Include Q4 activities in your Final report in the **"Other"** section at the end of the Final Report Template

Quarter 1	Due August 15
Quarter 2	Due November 15
Quarter 3	Due February 15
Final	Due May 15

Tip: Put these dates in your calendar

2) AR: Activity Report
   - Training activities
     - Class
     - Demonstration
     - Presentation at event/conference
     - Site visit
   - Title Activities using the following convention:

     Activity- Date-Location, City, State-AM/PM (if several sessions of a class are taught as a report is need for each section)

     Ex. MedlinePlus Class- 8/13/15- ABC Public Library, Houston, TX-AM

3) Exhibit Report
   - Word doc to send as email attachment
     http://nnlm.gov/scr/outreach/outreachformsindex.html
     - Booth at conference
     - Booth at health fair